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**Homeland Security Division**  
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**Federal Fiscal Year 2017 Urban Areas Security Initiative  
Nonprofit Security Grant Program (NSGP) Application  
Instructions**

**I. Overview**

The U.S. Department of Homeland Security's (DHS) Federal Fiscal Year (FFY) 2017 Urban Areas Security Initiative (UASI) Nonprofit Security Grant Program (NSGP) provides funding support for target hardening and other physical security enhancements to nonprofit organizations that are at high-risk of terrorist attack and located within one of the UASI regions.

As the State Administrative Agency (SAA), the Massachusetts Executive Office of Public Safety and Security (EOPSS) is the **only** entity in Massachusetts that may submit FFY 2017 NSGP applications (also referred to as Investment Justifications) directly to the Department of Homeland Security (DHS) / Federal Emergency Management Agency (FEMA). All applications from eligible nonprofits within the Metro Boston UASI region (detailed below) for FFY 2017 NSGP funding must be submitted to EOPSS. Final award decisions will be made by DHS/FEMA.

**Available Funding- Total nation-wide funding for the FFY 2017 (NSGP) is \$25,000,000.**

**Maximum Funding Request for Sub-Grants:** Up to \$75,000.00 per sub-recipient. **Project**

**Period of Performance**

The project period of performance will end no later than **August 31, 2020**. Please adhere to this timeframe in the Investment Justification's Milestones section.

**Nonprofit Security Grant Program (NSGP) Key Dates:**

- **6/9/17 Deadline for all questions;**
- **6/13/17 Application due.**

## II. Eligible Applicants:

Nonprofit organizations (as described under section 501(c)(3) of the Internal Revenue Code of 1986) at high-risk of terrorist attack and located within the **Metro Boston UASI Region (Cities of Boston, Cambridge, Chelsea, Everett, Quincy, Revere, and Somerville; Towns of Brookline and Winthrop).**

Criteria for determining eligible applicants who are at high-risk of terrorist attack include, but are not limited to:

- Identification and substantiation (e.g., police reports or insurance claims) of prior threats or attacks (from within or outside the U.S.) by a terrorist organization, network, or cell against the applicant or closely related organizations;
- Symbolic value of the site(s) as a highly recognized national or historical institution that renders the site as possible target of terrorism;
- Role of the applicant in responding to or recovering from terrorist attacks;
- Findings from previously conducted risk assessments including threat or vulnerability.

## III. Application Requirements:

### 1. Investment Justification (IJ)

To apply for FFY2017 NSGP funds applicants must submit one Investment Justification **utilizing the FFY 2017 NSGP Investment Justification Template** available at:

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

Only one IJ per applicant is permitted.

In addition to other required application elements, each applicant must develop an IJ that addresses its investment proposed for funding. The IJ must address an identified risk, including threat and vulnerability, and build or sustain a core capability identified in the National Preparedness Goal. The IJ must demonstrate the ability to provide enhancements consistent with the purpose of the NSGP program and guidance provided by DHS/FEMA.

NSGP projects must be: 1) both feasible and effective at reducing the risks for which the project was designed; and 2) able to be fully completed by August 31, 2020.

Applicants must ensure that their IJ is consistent with all applicable requirements outlined in the FFY 2017 NSGP Notice of Funding Opportunity (NOFO) available at

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

as well as support the National Preparedness Goal available at

<http://www.fema.gov/national-preparedness-goal>.

### 2. Vulnerability and Risk Assessment

In order to be eligible for this grant funding each applicant must submit with its application a vulnerability and risk assessment as a separate attachment in a PDF or Word format.

### **3. Mission Statement**

Each applicant must include with its application its Mission Statement in a PDF or Word format. Recognizing the impact an organization's ideology, beliefs, or mission may have on their risk of potential terror threats, SAA's will use the Mission Statement along with information provided in the applicant's IJ in order to validate the organization type. The central purpose of the organization described in the Mission Statement will be used to validate the organizations type identified in the IJ as either 1) Ideology-based/Spiritual/Religious; 2) Educational; 3) Medical; or 4) Other. The organization type is a factor when calculating the final score of the application.

### **4. DUNS Number Required**

All applicants must include a DUNS number (Data Universal Numbering System) in their applications. Pending DUNS numbers will not be accepted. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients.

### **5. Office of Grants And Research Sub-grantee Risk Assessment Form-**

Federal regulations included in 2 CFR §200.331 require EOPSS to evaluate each sub-recipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the sub-award for purposes of determining the appropriate sub-recipient monitoring. NSGP applicants must complete this form and submit it with the applications. The form may be download from

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

### **6. System for Award Management (SAM)**

The federal government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the System for Award Management (SAM) database. The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via [www.grants.gov](http://www.grants.gov) or had an active Central Contractor Registrations (CCR) account are already registered with SAM, as it is a requirement for [www.grants.gov](http://www.grants.gov) registration.

Information on obtaining a DUNS number and registering in SAM is available from [Grants.gov](http://Grants.gov) at: [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html)

### **7. FFATA Required**

All those who receive an award under this program must comply with the Federal Funding Accountability and Transparency Act (FFATA). More information on this requirement will be provided by EOPSS during the contracting phase.

## IV. Allowable Costs

Funds must be spent in compliance with applicable rules and regulations noted in the FFY 2017 NSGP NOFO.

### 1. Equipment

Funding may be used for the acquisition and installation of security equipment on real property owned or leased by the nonprofit organization, specifically to prevent or protect against a terrorist attack. Equipment is limited to two categories of items on the Authorized Equipment List (AEL):

- Physical Security Enhancement Equipment (Category 14)
- Inspection and Screening Systems (Category 15)

The equipment categories are listed on the web-based AEL located on the DHS/FEMA site at [www.fema.gov/authorized-equipment-list](http://www.fema.gov/authorized-equipment-list).

### 2. Training

Nonprofit organization security personnel may use NSGP funds to attend security-related training courses and programs in the United States. Allowable training-related costs under NSGP are limited to attendance fees for the training, and related expenses, such as materials, supplies, and/or equipment. Overtime, backfill, and/or travel expenses are **not** allowable costs. Allowable training topics are limited to the protection of Critical Infrastructure/Key Resources (CI/KR), including physical and cyber security, target hardening, and terrorism awareness/employee preparedness.

Training conducted using NSGP funds must address a specific threat, vulnerability and/or consequence, as identified in the nonprofit's Investment Justification. Proposed attendance at training courses and all associated costs leveraging the FY 2017 NSGP must be included in the nonprofit organization's Investment Justification.

### 3. Nonprofit Management and Administration (M&A)

Nonprofit organizations that receive an award under this program may use and expend up to five percent (5%) of their FY 2017 NSGP funds for M&A purposes.

### 4. Indirect (Facilities & Administrative [F&A]) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. § 200.414. With the exception of recipients who have never received a negotiated indirect cost rate as described in 2 C.F.R. § 200.414(f). Recipients must have an approved indirect cost rate agreement with their cognizant federal agency to charge indirect costs to this award.

### 5. Construction and Renovation

Any applicant considering submitting an application that involves construction and renovation cost must contact EOPSS prior to submission.

## **V. Unallowable Costs:**

- Hiring of public safety personnel. NSGP funds may not be used to support sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- General-use expenditures. Expenditures for items such as general-use software (word processing, spreadsheet, graphics, etc.), general-use computers and related equipment (other than for allowable M&A activities, or otherwise associated preparedness functions), general-use vehicles, licensing fees.
- Overtime and backfill.
- Weapons, weapons systems and accessories, and ammunition.
- Initiatives that do not address the implementation of programs/initiatives to build prevention and protection-focused capabilities directed at identified facilities and/or the surrounding communities.
- The development of risk/vulnerability assessment models.
- Initiatives that fund risk or vulnerability security assessments or the development of the Investment Justification.
- Initiatives in which Federal agencies are the beneficiary or that enhance Federal property.
- Initiatives that study technology development.
- Proof-of-concept initiatives.
- Initiatives that duplicate capabilities being provided by the Federal government.
- Organizational operating expenses.
- Reimbursement of pre-award security expenses.
- See full FFY 2017 NSGP NOFO for other restrictions.

## VI. Environmental Planning and Historic Preservation Compliance

DHS/FEMA is required to consider the potential impacts to the human and natural environment of projects proposed for DHS/FEMA funding. DHS/FEMA, through its Environmental and Historic Preservation (EHP) Program, engages in a review process to ensure that funded activities comply with various federal laws. A sub-recipient shall provide any information requested by DHS/FEMA to ensure compliance with applicable EHP requirements. An EHP review will be coordinated through EOPSS and must be completed before any grant-funded purchases may be made.

EOPSS will work with those awarded grants on the completion and submission of EHP forms (if completion of forms is deemed necessary). These forms are not due with the application.

## VII. Other Grant Requirements

Sub-recipients of FFY 2017 NSGP funding will be required, during their active contract periods, to submit quarterly financial and progress reports to EOPSS. EOPSS and DHS/FEMA reserve the right to conduct programmatic and financial site visits with sub-recipients during and after the contract period.

**Sub-grant conditions:** Sub-recipients will also be required to sign the General Sub-recipient Grant Conditions of the EOPSS' Office of Grants and Research available at:

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

Key applicable elements of this document will be reviewed with sub-recipients at the beginning of contract activity.

## VII. Application/Investment Justification Submission Information

**Electronic applications are due no later than 11:59 pm on Tuesday, June 13, 2017** and must be submitted to [sonya.schey@state.ma.us](mailto:sonya.schey@state.ma.us) with the subject line: "FFY 2017 UASI NSGP <Applicant Name>." **Late applications will not be accepted.**

Application documents must use the following file naming convention: "FY 2017 NSGP MA\_Boston\_<Nonprofit Name>\_<document name>."

**An application must be in the form of the FFY 2017 NSGP Investment Justification Template,** Available at

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>

a mission statement, a vulnerability assessment, and an indirect cost rate agreement if applicable.

The application must be accompanied by a copy of the organization's mission statement and a vulnerability assessment. These documents must be submitted in Word or PDF format. Any indirect cost rate document included must be in one of these formats.

**Do not** include letters of support with your application as they will not be reviewed or considered.

## **VIII. Application Review and Award Announcements**

With the assistance of outside reviewers, EOPSS will review all applications received by the above deadline and then submit eligible applications to DHS/FEMA for final review and award decisions. DHS/FEMA will inform EOPSS of any awards by late summer 2017. Upon receipt of this information, EOPSS will notify all applicants. DHS/FEMA will award EOPSS any NSGP funding by **September 30, 2017** and EOPSS will aim to enter into contracts with successful applicants by **October 31, 2017**, contingent upon awardees providing all necessary signed contract documentation back to EOPSS in a timely manner.

## **VIII. Application Assistance**

Written questions on general application process matters may be sent to [sonya.schey@state.ma.us](mailto:sonya.schey@state.ma.us). As this is a competitive grant process, questions on specific review processes, etc., will not be answered. The deadline for questions is **June 9, 2017**. Resulting Q&A will be posted as available at

<http://www.mass.gov/eopss/agencies/homeland-security-division/grant-programs-and-application-information.html>





